



CITY COUNCIL SPECIAL MEETING

Clearlake City Hall Council Chambers

14050 Olympic Dr, Clearlake, CA

Thursday, December 05, 2024

Special Meeting 5:30 PM

The City Council meetings are viewable in person in the Council Chambers, via livestreaming on the City's YouTube Channel (https://www.youtube.com/channel/UCTyifT_nKS-3woxEu1ilBXA) or "Lake County PEG TV Live Stream" at <https://www.youtube.com/user/LakeCountyPegTV/featured> and the public may participate through Zoom at the link listed below. The public will not be allowed to provide verbal comment during the meeting if attending via Zoom. The public can submit comments in writing for City Council consideration by commenting via the Q&A function in the Zoom platform or by sending comments to the Administrative Services Director/City Clerk at mswanson@clearlake.ca.us. To give the City Council adequate time to review your comments, you must submit your written emailed comments prior to 4:00 p.m. on the day of the meeting.

AGENDA

MEETING PROCEDURES: *All items on agenda will be open for public comments before final action is taken. Citizens wishing to introduce written material into the record at the public meeting on any item are requested to provide a copy of the written material to the Administrative Services Director/City Clerk prior to the meeting date so that the material may be distributed to the City Council prior to the meeting. Speakers must restrict comments to the item as it appears on the agenda and stay within a three minutes time limit. The Mayor has the discretion of limiting the total discussion time for an item.*

Pursuant to Senate Bill 1100 and the City Council Norms and Procedures, any member of the public making personal, impertinent, and/or slanderous or profane remarks, or who becomes boisterous or belligerent while addressing the City Council, staff or general public, or while attending the City Council meeting and refuses to come to order at the direction of the Mayor/Presiding Officer, shall be removed from the Council Chambers or the Zoom by the sergeant-at-arms or the City Clerk and may be barred from further attendance before the Council during that meeting. Unauthorized remarks from the audience, stamping of feet, whistles, yells, and similar demonstrations shall not be permitted by the Mayor/Presiding Officer. The Mayor/Presiding Officer may direct the sergeant-at-arms to remove such offenders from the room.

AMERICANS WITH DISABILITY ACT (ADA) REQUESTS

If you need disability related modification, including auxiliary aids or services, to participate in this meeting, please contact Melissa Swanson, Administrative Services Director/City Clerk at the Clearlake City Hall, 14050 Olympic Drive, Clearlake, California 95422, phone (707) 994-8201, ext 106, or via email at mswanson@clearlake.ca.us at least 72 hours prior to the meeting, to allow time to provide for special accommodations.

AGENDA REPORTS

Staff reports for each agenda item are available for review at www.clearlake.ca.us. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting, shall be made available for public inspection on the City's website at www.clearlake.ca.us.

Zoom Link:

Join from a PC, Mac, iPad, iPhone or Android device:

Please click this URL to join.

<https://clearlakeca.zoom.us/j/88962859751?pwd=Xu7rF6VdMY7RkapS12NHid9E8wnvoj.1>

Passcode: 790513

Or One tap mobile:

+16694449171,,88962859751# US

+17207072699,,88962859751# US (Denver)

Or join by phone:

Dial(for higher quality, dial a number based on your current location):

US: +1 669 444 9171 or +1 720 707 2699 or +1 253 205 0468 or +1 253 215 8782 or +1 346 248 7799 or +1 719 359 4580 or +1 360 209 5623 or +1 386 347 5053 or +1 507 473 4847 or +1 564 217 2000 or +1 646 558 8656 or +1 646 931 3860 or +1 689 278 1000 or +1 301 715 8592 or +1 305 224 1968 or +1 309 205 3325 or +1 312 626 6799

Webinar ID: 889 6285 9751

International numbers available: <https://clearlakeca.zoom.us/j/kevojW53gU>

A. ROLL CALL

B. PLEDGE OF ALLEGIANCE

C. BUSINESS

- [1.](#) Discussion and Consideration of Resolution 2024-60 A Resolution Acknowledging the Project Completion of the Lakeshore/San Joaquin Road Improvement Project and Authorizing

Closeout of the Community Development Contract 2017-DR-INF-17001-1
Recommended Action: Adopt Resolution

2. Discussion and Consideration of Resolution 2024-61 A Resolution Approving an Application for Funding Under the 2024 CDBG NOFA
Recommended Action: Adopt Resolution

3. Consideration of Rejection of the Towing, Storing, Dismantling, and Disposal Services for the Abandoned Vehicle Abatement Program
Recommended Action: Reject all bids

D. ADJOURNMENT

POSTED: December 4, 2024

BY:



Melissa Swanson, Administrative Services Director/City Clerk

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Discussion and Consideration of Resolution 2024-60 A Resolution of the City Council of the City of Clearlake Acknowledging the Project Completion of the Lakeshore/San Joaquin Road Improvement Project and Authorizing Closeout of the Community Development Contract 2017-DR-INF-17001-1	MEETING DATE: Dec. 5, 2024
SUBMITTED BY: Alan Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

The City Council is being asked to approve Resolution No. 2024-60, accepting the Lakeshore/San Joaquin Road Improvement Project as complete and direct staff to complete the required documents, submit all required information to the State for final closeout.

BACKGROUND/ DISCUSSION:

The City of Clearlake was awarded funding under a Master Standard Agreement in the amount of \$13,729,484.00. The city allocated and expended a total of \$7,367,752.28 for the Lakeshore/San Joaquin project. The remaining funds will be allocated to the Arrowhead/Olympic Drive project which is currently in process of funding allocation and final design.

The City is required to accept the project and provide the resolution, as provided herein, to meet the final requirements of the contract.

OPTIONS:

1. Adopt Resolution.
2. Provide Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$
 Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Attachments:

1. Resolution 2024-60

Resolution No. 2024-53

A Resolution of the City of Clearlake Accepting the Completion of the Lakeshore/San Joaquin Road Improvement Project and Authorizing the Closeout of the Project Under the CDBG DR Infrastructure Program

WHEREAS, the City of Clearlake has undertaken the Lakeshore/San Joaquin Road Improvement Project funded by the State of California Community Development Block Grant Disaster Recovery (CDBG DR) Infrastructure Program; and

WHEREAS, the Lakeshore/San Joaquin Road Improvement Project has been completed in accordance with the approved plans and specifications; and

WHEREAS, the City of Clearlake has inspected the completed project and found it to be satisfactory and in compliance with all applicable requirements; and

WHEREAS, the City of Clearlake desires to formally accept the completed project and proceed with the closeout process as required by the CDBG DR Infrastructure Program Policies and Procedures as established by the State of California Department of Housing and Community Development CDBG-DR program;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Clearlake, as follows:

1. **Acceptance of Project:** The City Council hereby accepts the Lakeshore/San Joaquin Road Improvement Project as complete and satisfactory.
2. **Authorization to Closeout:** The City Council authorizes the City Manager to proceed with the closeout process for the Lakeshore/San Joaquin Road Improvement Project in accordance with the CDBG DR Infrastructure Program requirements.
3. **Documentation and Reporting:** The City Manager is directed to ensure that all necessary documentation and reporting are completed and submitted to the appropriate authorities to finalize the closeout of the project.
4. **Final Performance Report:** The City Manager is instructed to prepare and submit the Final Performance Report to the Department of Housing and Community Development CDBG -DR program within required time as provided by the department.
5. **Closeout Agreement:** The City Manager is authorized to execute the Closeout Agreement with HCD, which will officially close out the grant.
6. **Retention of Records:** The City of Clearlake will retain all project records for a period of at least five years following the closeout date, as required by HUD regulations.
7. **Compliance with Ongoing Requirements:** The City of Clearlake commits to complying with any ongoing requirements and monitoring as stipulated by HCD.
8. **Effective Date:** This resolution shall take effect immediately upon its adoption.

PASSED AND ADOPTED by the City Council of the City of Clearlake on this 5th day of December 2024, I, the undersigned, hereby certify that the foregoing Resolution Number 2024-53 was duly adopted by the Clearlake City Council following a roll call vote:

Ayes:

Noes:

Absent:

Deputy City Clerk

Vice Mayor



STAFF REPORT	
SUBJECT: Discussion and Consideration of Resolution 2024-61 A Resolution Approving an Application for Funding Under the 2024 CDBG NOFA	MEETING DATE: Dec. 5, 2024
SUBMITTED BY: Alan Flora, City Manager	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL:

Staff recommends that the City Council adopt the attached resolution approving the submission of an application for Community Development Block Grant (CDBG) funding for the 2024 NOFA cycle. The resolution authorizes the Mayor and/or City Manager, or designee, to execute all documents related to the grant application.

BACKGROUND/ DISCUSSION:

The State of California annually provides funding opportunities through the Community Development Block Grant (CDBG) program to support local governments in meeting critical community development needs. These funds aim to benefit low- and moderate-income households, eliminate blight, and address urgent health and safety concerns.

The City of Clearlake is proposing to submit an application for the 2024 NOFA to secure funding for essential activities that align with the City's strategic objectives and address community needs.

Proposed Activities

The resolution proposes the following activities for funding under the 2024 CDBG NOFA:

1. **Planning Activities:** \$280,374
2. **Utility Subsistence Program:** \$280,374
3. **General Administration:** \$39,252

The total request is **\$600,000**.

Discussion

The proposed activities address the following key community needs:

1. **Planning Activities**
 - o Funding will support community planning initiatives to identify and prioritize future infrastructure and development projects aimed at improving the quality of life for Clearlake residents.

2. Utility Subsistence Program

- o Provides critical financial assistance to low- and moderate-income households for utility payments, ensuring families can maintain access to basic services such as electricity and water.

3. General Administration

- o Ensures effective grant management, compliance, and reporting, which are essential for the successful implementation of funded programs.

Approval of the resolution is a required step in the application process and demonstrates the City's commitment to addressing identified community needs through the CDBG program.

OPTIONS:

1. Adopt Resolution.
2. Provide Direction to Staff.

FISCAL IMPACT:

None \$ Budgeted Item? Yes No

Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$

Affected fund(s): General Fund Measure P Fund Measure V Fund Other:

Comments:

STRATEGIC PLAN IMPACT

- Goal #1: Make Clearlake a Visibly Cleaner City
- Goal #2: Make Clearlake a Statistically Safer City
- Goal #3: Improve the Quality of Life in Clearlake with Improved Public Facilities
- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

Attachments:

1. Resolution 2024-61



Appendix C: Resolution Template of the Governing Body (Required)

Applicants are required to use the resolution form on the following page with no changes to content other than what is in the fillable fields.

When completing and preparing the Resolution, please refer to section V.F. of the 2024 NOFA.

Please note: On the next page, hidden text is used to provide instructions. Once a document is printed or converted to a pdf, the hidden text will be omitted.

To display hidden text:

1. Go to the Files Tab
2. Select Options from the bottom of the left-hand column
3. Click on the “Display” option
4. Check the “Hidden Text” box.
5. Make sure the “Print hidden text” box is not checked. This will ensure that when you convert to PDF or print the document, the instructional, hidden text is not displayed.

Note 1: The attesting officer cannot be the person identified in the Resolution as the authorized signer.

Note 2: Unless there is a city ordinance stating otherwise, the mayor must be the designated official in Section 5.

Resolution of the Governing Body

RESOLUTION NO. 2024-54

A RESOLUTION APPROVING AN APPLICATION FOR FUNDING AND THE EXECUTION OF A GRANT AGREEMENT AND ANY AMENDMENTS THERETO FROM THE 2024 FUNDING YEAR OF THE STATE CDBG PROGRAM

BE IT RESOLVED by the City Council of the **City** of Clearlake as follows:

SECTION 1:

The City Council has reviewed and hereby approves the submission to the State of California of one or more application(s) in the aggregate amount, not to exceed, of \$600,000.00 for the following CDBG activities, pursuant to the and 2024 CDBG NOFA:

List activities and amounts

Activity (e.g. Public Services, Infrastructure, etc.)	Dollar Amount Being Requested for the Activity
Planning	\$ 280,374.00
Utility Subsistence Program	\$ 280,374.00
General Admin	\$ 39,252.00
	\$
	\$

SECTION 2:

The **City Council** hereby approves the use of Program Income in an amount not to exceed \$0.00 for the CDBG activities described in Section 1.

SECTION 3:

The **City Council** acknowledges compliance with all state and federal public participation requirements in the development of its application(s).

SECTION 4:

The **City Council** hereby authorizes and directs the City Manager or designee*, to execute and deliver all applications and act on the **City's** behalf in all matters pertaining to all such applications.

SECTION 5:

If an application is approved, the Mayor or designee*, is authorized to enter into, execute and deliver the grant agreement (*i.e.*, Standard Agreement), any recordable or

nonrecordable contract documents, and any and all subsequent amendments thereto with the State of California for the purposes of the grant.

SECTION 6:

If an application is approved, the City Manager or designee*, is authorized to sign and submit Funds Requests and all required reporting forms and other documentation as may be required by the State of California from time to time in connection with the grant.

PASSED AND ADOPTED at a special meeting of the City Council of the **City** of Clearlake held on 12/5/2024 by the following vote:

AYES: Enter # of votes or names

ABSENT: Enter # absentees or names

NOES: Enter # of votes or names

ABSTAIN: Enter # of abstains or names

David Claffey, Mayor
City Council

STATE OF CALIFORNIA
City of Clearlake

I, Melissa Swanson, **City** Clerk of the **City** of Clearlake, State of California, hereby certify the above and foregoing to be a full, true and correct copy of a resolution adopted by said City Council on this 5th day of December, 2024 and that said resolution has not been amended, modified, repealed, or rescinded since its date of adoption and is in full force and effect as of the date hereof.

Melissa Swanson, **City** Clerk of the **City** of Clearlake, State of California

Clearlake, City Clerk

CITY OF CLEARLAKE

City Council



STAFF REPORT	
SUBJECT: Consideration of rejection of contract bids for Abandoned Vehicle Abatement Program towing, storing, dismantling, and disposal services.	MEETING DATE: December 5, 2024
SUBMITTED BY: Ryan Peterson, Lieutenant	
PURPOSE OF REPORT: <input type="checkbox"/> Information only <input type="checkbox"/> Discussion <input checked="" type="checkbox"/> Action Item	

WHAT IS BEING ASKED OF THE CITY COUNCIL/BOARD:

The City Council is being asked to reject all bids received for the Abandoned Vehicle Abatement Program towing, storing, dismantling, and disposal services due to responsiveness issues.

BACKGROUND/DISCUSSION:

The City advertised a Notice Inviting Bids for towing, storing, dismantling, and disposal services as part of the Abandoned Vehicle Abatement Program. Bids were opened on 12/04/2024. Three bids were received. Two of the three bids were non-responsive. It is in the best interest of the City to reject the bids.

OPTIONS:

1. Reject all bids received for the Abandoned Vehicle Abatement Program towing, storing, dismantling, and disposal services.
2. Provide alternative direction to staff.

FISCAL IMPACT:

None \$ _____ Budgeted Item? Yes No
 Budget Adjustment Needed? Yes No If yes, amount of appropriation increase: \$
 Affected fund(s): General Fund Measure P Fund Measure V Fund Other: CDBG

Comments:

STRATEGIC PLAN IMPACT:

- Goal #1: Make Clearlake a Visibly Cleaner City
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- Goal #4: Improve the Image of Clearlake
- Goal #5: Ensure Fiscal Sustainability of City
- Goal #6: Update Policies and Procedures to Current Government Standards
- Goal #7: Support Economic Development

SUGGESTED MOTIONS:

1. Reject all bids received for the Abandoned Vehicle Abatement Program towing, storing, dismantling, and disposal services.

- Attachments:** 1) Contract Bids